

**RULES OF ORDER
BOARD OF SUPERVISORS
LOUDOUN COUNTY, VIRGINIA**

I. Business & Public Hearing Meetings

- A. Business meetings will be held on the first Tuesday and the Thursday during the week following the Public Hearing of each month at 5:00 p.m.
- B. A time for public input will be included on the agenda of the Business meetings, starting at 6:30 p.m. For the second Business meeting each month, an additional time for public input will be included at the beginning of the agenda. This time will be limited to a total of 16 minutes for up to 8 speakers who will be given 2 minutes each and who must have signed-up in advance by the end of business the day prior to the meeting. These speakers will not be permitted to speak again at 6:30 p.m. at the same meeting.
- C. Each member of the public recognized to address the Board will have a minimum of two minutes, but no more than five minutes, except as otherwise noted. Time allotted will be determined based on the number of speakers and the length of the meeting agenda. The order of speakers will be determined on first call in/register, first speak basis. During the public comment period, Board Members shall give their full time, attention and due respect to the speaker.
- D. Public Hearings will be held on the Wednesday during the week following the first Business meeting of the month at 6:00 p.m.
- E. The Board may provide for special and additional meetings or public hearings, and all regular, special, and additional meetings or public hearings shall be in accordance with applicable provisions of the Code of Virginia with regard to public notice. The Chair may schedule Committee of the Whole work sessions at which the Board does not take final action on any item or matter of business. In accordance with Va. Code Section 15.2-1418, the Chair or two or more Members may call a special meeting.
- F. Meetings will be held in the County Government Center, Board of Supervisors' Meeting Room (First Floor), 1 Harrison Street, S.E., Leesburg, VA and may be held at other locations as determined by the Board. Meeting days and times may change due to holidays and inclement winter weather. In cases of inclement winter weather, the Chair in consultation with the Vice-Chair and County Administrator may postpone scheduled Board business meetings and public hearings. The Chair in consultation with committee Chairs and County Administrator may postpone scheduled Board committee meetings.
- G. No Board Business meetings, Public Hearings, or committee meetings will be scheduled during the month of August except in case of emergencies or when timely action is needed.

- H. All cell phones, pagers, and other electronic devices shall be set on silent mode while in the Board Room. If approaching the podium or a microphone, please turn off all cell phones or leave them in the seating area.
- I. Smoking is not permitted in the County Government Center.
- J. If any member of the public requires a reasonable accommodation for any type of disability in order to participate in a public meeting, please contact the Office of the County Administrator at 703-777-0200/TTY-711. At least one business day of advance notice is requested; some accommodations may require more than one day of notice.

II. Order of Business at Regular Meetings

- A. The order of business at the Board Business meeting shall be set out by the Chair in the printed agenda and shall include, but not be limited to, the following items:

- I.** Call to Order
- II.** Invocation/Pledge of Allegiance
- III.** Adoption of Consent Agenda
- IV.** Requests for Additions/Deletions to the Agenda
- V.** Closed Session (As Needed, the agenda will identify the purpose)
- VI.** Chairman's Information Items (As Needed)
- VII.** Administrator's Comments
- VIII.** Information Items
- IX.** Action Items & Board Standing Committee Reports
- X.** Presentation of Ceremonial Resolutions (1st meeting of the month only; to start as early as 6:00 p.m.)
- XI.** Public Input (to start as early as 6:30 p.m.)
- XII.** Board Comment (to follow Public Input)
- XIII.** Board Disclosure

(An additional time of Public Input will be shown at the beginning of the agenda of the second Business meeting each month)

- B. The order of business at Public Hearings of the Board shall be set out by the Chair in the printed agenda and shall be limited to the following:

- I.** Call to order
- II.** Hearing of Items in Order as set by the agenda

III. Duties of the Chair and Vice-Chair

- A. The Chair shall preside at business meetings, committees of the whole meetings and public hearings, call the same to order, enforce these rules of order, and enforce all time limits imposed by the rules of order.
- B. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

In the absence of both the Chair and Vice-Chair from a Business meeting or Public Hearing, the following "Chain of Command" shall apply: Chair, Finance/Government Operations and Economic Development Committee; Chair, Transportation and Land Use Committee.

- C. The Chair shall decide all questions of order, subject to an appeal from any Member, on which appeal no Member shall speak more than once, unless by unanimous consent of the Board.
- D. The Chair shall be responsible for preparation of the Board agenda for each meeting or hearing of the Board, in consultation with the members of the Board and the County Administrator, and shall lay the order of business before the Board in a parliamentary order. Inclusion on the agenda brings items to the table for discussion.
- E. The Chair shall nominate the standing committees and the committee Chair, subject to the approval by the full Board. The Chair shall nominate regional appointments subject to approval by the full Board.
- F. In urgent, but non-emergency situations, where the Chair and Vice-Chair are not available, the following is the "Chain of Command" which shall apply until a temporary Chair can be elected to perform official and ceremonial functions:

Chair, Finance/Government Operations and Economic Development Committee
Chair, Transportation and Land Use Committee

- G. In the event of a Countywide emergency or when the Emergency Operations Center (EOC) is activated, the County Administrator, in his role as Director of Emergency Management, will consult with Board Members in the following order of priority:

Chair
Vice-Chair
Chair, Finance/Government Operations and Economic Development Committee

- H. No provision in these rules shall preclude Board Members from being notified and updated in accordance with the Loudoun County Emergency Operations Plan (EOP) during a Countywide emergency.

IV. General Rules Governing Placing Items on the Board Agenda and Establishing the Consent Agenda

- A. Board Members shall receive enough advance notice of agenda items to enable them to study the item, request and receive additional information, and consult constituents.
- B. The tentative agenda for Board meetings and the Consent Agenda shall be set by the Board Chair approximately two weeks prior to a regularly scheduled Board meeting.
- C. A copy of the tentative agenda shall be emailed to each Board Member's selected email address by 5:00 p.m. Friday [twelve days prior to the meeting].
- D. Staff shall be responsible for notifying individual Board Members of new agenda items, both Action and Information Items, that pertain to that Board Member's District.

- E. Agenda items may be placed on the agenda by staff or individual Board Members, only with approval of the Chair or two other Board Members and in one of the following ways:
1. Staff may refer matters to Board standing committees in consultation with the Board Chair and Committee Chair. (All Board Members, whether a member of a particular committee or not, shall receive prior notification of the agenda for all Committee meetings in the weekly packet delivered to Board Members.)
 2. Action Items may be brought to the Board in the normal course of conducting Board business through the Public Hearing or Committee process.
 3. Staff or Board Members may request the Board Chair to place an item on the agenda. Such requests shall be made prior to the pre-agenda meeting which generally occurs two weeks prior to a Business meeting. No item shall be placed on the Board's agenda without prior notification of the Board Chair, and in accordance with notification requirements in IV-D above.
 4. Resolutions of Appreciation, Resolutions of Respect and Resolutions of Commendation can be placed on the Board agenda only by a Member of the Board of Supervisors. All Resolutions shall be subject to the Chair and Vice Chair's concurrence in order to be placed on the agenda. All Resolutions shall be focused on honoring exceptional acts of County residents or staff, celebrating community service of Loudoun's residents and groups, remembering history, or promoting awareness of issues directly relating to County operations. Due to the nature and purpose of Board Resolutions, they should not be controversial and it is preferable that all resolutions be approved by a unanimous vote from the Dais. If a County agency or non-profit organization would like to have such an action considered by the Board, they must contact a Board Member for sponsorship. Board Members shall notify County staff of such Resolutions for the agenda two weeks prior to the Board meeting. Presentation of resolutions adopted by the Board will be presented at the first Business meeting of each month.
 5. After the Tentative Agenda has been set by the Board Chair, no new items may be added to the printed agenda, except:
 - a) Old items, of which Board Members are already aware, on which staff work has been completed.
 - b) Routine housekeeping items such as implementing a change in state law or an authorized budget item.
 - c) Emergency items, which are deemed those items that need Board action prior to the next regularly scheduled business meeting.
 - d) Committee items, provided such items, including a complete staff report, can be included in the Board packets.
 - e) After receipt of the tentative agenda, any Board member may recommend adding items to the agenda by informing the Chair by close of business a week before the meeting, provided such items can be placed in the Board's packet.

- f) Any items requested through rules (a), (b), (c), (d) and (e) above are subject to approval by the Board Chair.
- 6. Staff and Board Members may request amendments to the agenda during a regular meeting during the portion designated "Additions/Deletions" to the agenda. Only the following actions may be taken on any new items offered as an amendment to the agenda at the Board meeting:
 - a) Referral to a committee.
 - b) Referral to a future Board meeting for action.
 - c) Direction to staff to provide further information.

In the event such an amendment requires immediate action, the Board of Supervisors may take action at the same meeting during which it is introduced, only after suspension of the rules. For purposes of this subsection, the following are not considered new items:

- a) An item brought up for reconsideration.
 - b) An item reported out of committee after the agenda was published.
- 7. Require timely and complete availability of agenda documentation to the public.
 - a) All meeting item documentation for both Board and Committee items (both paper versions and online versions) must be made available to the public no later than the day of or after the packet distribution prior to the Board meeting or public hearing.
 - b) All meeting item documentation (including attachments) received by Board Members in their packets for any item must be made available to the public in both paper format and electronically.
 - c) Any item which fails to meet the requirements of either (a) or (b) may be deferred to the next Board business meeting.

(**During an emergency situation where the information had not been posted on the County website due to technical or other reasons within twenty-four hours, the item could be dealt with by a Board motion to suspend the rules.)

F. Consent Agenda

1. The Consent Agenda is a group of actions on which there is unanimous agreement of the Members so that they may be voted on as a block, The Consent Agenda is proposed by the Board Chair.
2. Board Members are to be notified of the Proposed Consent Agenda in their packet prior to a Board Meeting.
3. Board Members may ask that any item on the Consent Agenda be separated from the "block." Such items are then considered during the meeting as scheduled on the published agenda.

G. Notification of the Public of the Board's Agenda

When Board packets are furnished to the Members, a copy of the agenda and the packet shall be made available for review by the public in the County Administrator's Office. Agenda packets are to be available by close of business Friday of the week prior to the Board Meeting.

V. Board Comment & Disclosure

- A. At each regular meeting an item will be included on the agenda for "Board Comment." At that time, each Board Member shall have up to four minutes to make comments of general interest on matters such as public issues, community events or milestones, or constituent concerns. With the consent of the Board, the Chair may delete or reduce the time for Board Comment in the event the time for the Board to conduct its business is constrained or the agenda is unusually lengthy. Board Comment will take place immediately following the 6:30 p.m. Public Input session, unless otherwise moved on the agenda by the Chair without objection by any Board Member.
- B. At each regular meeting an item will be included on the agenda for "Board Disclosure." At that time, each Board Member can disclose meetings and discussions that regard matters of public business. Board Disclosure will take place immediately following Board Comment or the final agenda item, whichever is later.

VI. Debate

- A. When any Member desires to speak or deliver any matter to the Board, the Member shall respectfully address the Chair, and on being recognized by the Chair, may address the Board, and shall confine his/her comments to those questions under debate.
- B. All comments, criticisms, etc., will be addressed to the Chair. Cross debate between Members will be conducted through the Chair. All matters of discussion, debate, or questions to staff shall be timed, and each Member shall be given 3 minutes (whether a formal motion has been made or not). Responses by staff to questions will be counted against the time allotted for a Member's comments.
- C. When two or more Members seek recognition at the same time, the Chair shall name the Member who is to speak first.
- D. The Member reporting a measure under consideration from a committee may open and close debate.
- E. During regular Board meetings, Board deliberations will be held among Board Members unless the Board consents to invite other participants.
- F. Participation during Board discussion by members of the public, interested parties or applicants may be permitted only upon approval of a two-thirds majority vote of Board Members present and voting.
- G. Following all debate and when the motion is brought to a vote, the Chair will proceed with a roll call vote if requested by a Board Member and seconded by another.

- H. During debate, Board Members should strive to remain in the room until the vote has been taken.

VII. Motions and Their Precedence

- A. Every motion made to the Board and entertained by the Chair shall be reduced to writing on the demand of any Member, and shall be entered in the Minutes with the name of the Member making it.
- B. When a motion has been made, the Chair shall state it, or (if it be in writing) cause it to be read aloud before being debated, and it shall then be in possession of the Board, but may be withdrawn at any time before a decision or amendment.
- C. A motion to object to consideration of a question must be made prior to the Board's entering into discussion on the question.
- D. When a question is under debate, no motion shall be received by the Chair but:
1. To adjourn.
 2. To adjourn to a day certain or when the Board adjourns, it shall be to a day certain.
 3. To take a recess.
 4. To proceed to the consideration of other business.
 5. To lay on the table.
 6. To postpone indefinitely.
 7. To postpone to a day certain.
 8. To commit to a committee of the Board
 9. To amend.
- E. If in the judgment of the Chair a motion to amend or to substitute is essentially the opposite of the motion on the floor, then it shall be out of order.
- F. Rulings of the Chair may be overturned by a majority of the Members present and voting.

VIII. Previous Question

There shall be a motion for the previous question which shall have the effect to cut off debate and bring the Board to a direct vote upon the immediate question on which it has been asked and ordered. The previous question may be asked and ordered upon a single motion, a series of motions allowable under the rules, or an amendment or amendments, or may be made to embrace all motions and include the pending measure to its passage or rejection. It shall be in order, pending the motion for the previous question or after the previous question shall have been ordered on passage of a measure, for the Chair to entertain and to submit to the Board a motion to commit, with or without instructions, to a standing committee.

IX. Reconsideration

When a question has been decided by the Board, it shall be in order for any Member voting with the prevailing side or who has not voted on the question, to offer a motion for reconsideration

thereof during the same meeting or succeeding Business meeting, and such motion shall take precedence of all other questions except a motion to adjourn.

X. Amendments and Motions

- A. Any motions or amendments shall be reduced to writing at the request of any Member, and shall be read aloud before it shall be debated.
- B. The maker of the motion will be allowed three minutes for justification. Member comments will have a limit of a total of three minutes per Member. No Member other than the maker of the motion will be allowed to speak more than once. The maker of the motion shall be given four minutes for closing comments.
- C. In the event a Member, including the maker, believes that an item warrants further discussion than allowed under paragraph B, that Member may move the Board to dissolve into a committee of the whole for further discussion.
- D. Any motion, amendment, or resolution may be withdrawn or modified by the mover at any time before a decision, amendment or ordering of the yeas and nays, except a motion to reconsider, which shall not be withdrawn without leave.
- E. When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order, and it shall be in order to offer a further amendment in the nature of a substitute, to which one amendment may be offered, but which shall not be voted on until the original matter is perfected.
- F. On amendments, the maker is allowed three minutes to speak to justification. Members may have three minutes each to respond to amendment.
- G. Maker of original motion may reserve his/her time to close debate.
- H. Votes will be taken on amendments as they are brought up.
- I. When an amendment proposed to any pending measure is laid on the table, it shall not carry with it, or prejudice, such measure.
- J. It shall not be in order to consider any proposed committee amendment which contains any significant matter not within the jurisdiction of the committee proposing such amendment, unless determined proper by the Chair.
- K. On the demand of any Member, before the question is put by the Chair, a question shall be divided, if it includes propositions so distinct in substance that, one being taken away, a substantive proposition shall remain.
- L. A motion to strike out and insert is indivisible, but a motion to strike out and insert being lost shall not preclude amendment nor further motion to strike out and insert.
- M. No motion or proposition on a subject different from that under consideration shall be entertained by the Chair under color of amendment.

All matters not otherwise provided for in the Code of Virginia shall be determined by a majority of the Supervisors voting on the question except that a two-thirds vote of the Members voting should be obtained for the following:

1. A motion to suspend rules.
2. A motion to cut off debate or to call the previous question.
3. A motion to object to consideration of the matter.

N. The votes to carry a motion shall be as follows:

<u>Members Present and Voting</u>	<u>Majority</u>	<u>Two-Thirds</u>
9	5	6
8	5	6
7	4	5
6	4	4
5	3	4

Note 1 – Five Members in attendance are needed for a quorum. The Board of Supervisors operates without the use of a tiebreaker.

Note 2 – Tie vote on a motion will not carry the motion.

Note 3 – A Member who abstains is counted for quorum meeting purposes but is not counted as a Member present and voting.

Note 4 – Failure of a motion couched in the negative does not authorize positive action.

Note 5 – It is noted that any vote to appropriate funds requires a majority of the full membership of the Board for approval, not simply a majority of Members present.

O. Voting at a Public Hearing

It shall normally be the policy that the Board not vote to approve or deny an item during public hearing on matters that are on the agenda, unless all matters are resolved. If an item is moved for approval or denial at the public hearing, a motion to suspend the rules shall be in order to bring the matter to a vote. All other motions to forward the item to a business meeting for action or standing committee are in order and do not require suspension of the rules.

XI. Citizen Appointments

- A. Whenever a vacancy exists on a board, committee, commission or other such body for which the Board of Supervisors makes appointments, the staff, in consultation with the Chair, shall notify the Board. For each regular meeting, an item shall be prepared listing all appointments which are ripe for action, including the term of each appointment, and, if applicable, the district from which the appointment shall be made and the interest of incumbents to be reappointed.
- B. It is the Board's intent to search for broad-based representation on its committees. Unless directed otherwise by the Chair, staff will generally advertise vacancies for a 30-day period to the public through the appropriate communication channels.

- C. The Chair shall entertain nominations for appointments at any regular meeting at which a vacancy is so listed. A second is not required. Nominees shall submit the Application for Advisory Board, Commission, or Committee prior to their appointment. Upon the receipt of all nominations, the Chair shall declare the nominations closed, provided that any Member may make a motion to leave the nominations open. Such motion shall require a second and a majority vote.
- D. Once the nominations have been closed, no action shall be taken on the appointment until the next regular meeting, unless the Board suspends its rules.
- E. At the next regular meeting, the Board shall vote on the outstanding nominations for appointment. The nominations previously made shall be included in the item listing appointments. When more than one person have been nominated, the Chair shall present each nomination for a vote in the order in which it was made. When more than one appointment is to be made, and only one nomination has been made for each appointment, the Chair may propose a slate of candidates for the appointments to be voted upon as a group.
- F. All appointments require a majority vote of the Board.
- G. When the Board creates an advisory committee, board, commission or task force, the Board may establish a sunset provision for the body, except as otherwise required by State law.
- H. Except as otherwise established by State law, the Board shall establish the terms of office for members of any advisory committee, board, commission or task force it appoints.
- I. Unless otherwise provided by law, any appointee whose term of office has expired shall continue to serve until such time as the Board confirms a reappointment or a replacement appointee.
- J. Public Affairs and Communications staff shall notify the public of all board and commission vacancies on a monthly basis through the appropriate communication channels.
- K. Flow of information from the advisory boards and commissions shall be through the appropriate Board standing committee

XII. Record Keeping

Official minutes shall be kept by the Clerk to the Board as a summation of the public meetings, public hearings, and actions of the Board and its Committees. In addition, the staff shall record and maintain archived audio recordings of all public meetings and hearings of the Board and its Committees.

XIII. Establishment and Jurisdiction of Standing Committees

- A. The committee structure provides the Board of Supervisors the opportunity to study in depth, with the highest degree of public participation, the major items that the Board must take action on. Any Member of the Board may participate in the discussion of issues before a Committee.
- B. The Board shall have the following standing committees:

Finance/Government Operations and Economic Development Committee (5 Board members)

Transportation and Land Use Committee (5 Board members)

Joint Board and School Board Committee (3 Board members)

The Chair, subject to Board approval, shall appoint such other committees as the Board may deem necessary.

- C. In order to assist the Board in its analysis, appraisal and evaluation of Loudoun County government and conditions and circumstances which may indicate the necessity or desirability of enacting new or additional ordinances and policies, the standing committees of the Board shall have oversight responsibilities for specific areas of concern. Upon approval by the Board each committee shall review and study, on a continuing basis, the application, administration, execution and effectiveness of those ordinances, policies, and programs, the subject matter of which is within the jurisdiction of that committee and the organization and operation of the County agencies and entities having responsibilities in or for the administration and execution thereof, in order to determine whether such ordinances, policies, and programs are being carried out in accordance with the intent of the Board.
- D. All Standing and Ad Hoc Committees shall review and/or work on only those items or topics that are under its jurisdiction or referred to the Committee by the Board. Any item not sanctioned by the Board that will require substantial staff time and/or cause a change in the schedule the Board has approved, the work program shall first receive Board approval. Each resolution, or other matter related to a subject under consideration by a standing committee shall be referred by the Chair of the Board to that committee except when the Board, by a majority vote, shall determine otherwise.
- E. The standing committees specified in this rule shall be comprised of five Members of the Board, one of whom shall be named as Chair thereof by the Chair of the Board. Any Board Member may make a motion to amend any appointment or appointments made by the Chair provided that such motion to amend is made within thirty (30) days of when the appointments were made by the Chair.
- F. Each committee Chair shall appoint a Member of the committee to serve as Vice-Chair of the committee. The duty of the Vice-Chair is to chair any committee meetings in the absence of the committee Chair.
- G. Three Members present shall represent a quorum.
- H. Each standing committee specified in this rule is authorized at any time to conduct such meetings, hearings, investigations, and studies as it may determine necessary or appropriate in the exercise of its responsibilities under this rule as approved by a majority of the committee Members or by the Board.
- I. All committees shall establish regular meeting dates. If this schedule would cause a regular meeting to fall on an official County holiday, then the meeting shall be held the next day at the same time and place, or as otherwise scheduled. All committee meetings and hearings shall be open to the public as required by the Code of Virginia and all such meetings and hearings shall be announced by the Chair of the committee either during the regular meetings of the Board or at such other times as the committee deems appropriate,

so long as every effort is made to provide each Member of the Board and concerned citizens advance notice of the meeting or hearing.

- J. A portion of the committee meeting, conducted in a manner as determined by the committee Chair, may provide an opportunity for committee Members to receive information from the public and staff and to ask questions of those testifying.
- K. It shall be the duty of the Chair of each standing committee or Member acting in the Chair's behalf specified in this rule to report or cause to be reported promptly to the Board any measure approved, disapproved, passed over or recommending no action be taken. Both majority and minority views should be reported. At the time reported to the Board, any item for which a committee vote was taken, but which does not require Board action, may be reviewed by the full Board, and the Board may confirm, amend or overrule the committee action upon proper motion. Notwithstanding the above, the Finance/Government Operations and Economic Development Committee shall review and recommend to the Board of Supervisors all contracts in excess of \$500,000. The Transportation & Land Use Committee shall be granted authority to waive land use application fees up to \$36,000, unless any Board Member notifies the Transportation & Land Use Committee Chair prior to or at the committee meeting that the recommendation for waiver should be forwarded to the full Board.
- L. The following rules shall be observed for the presentation of committee reports at Board Business meetings:
 - 1. Committee Chair shall be recognized for three minutes to present the report and will yield to Members wishing to ask questions. All questions from Board Members shall be addressed to the committee Chair who is presenting the report.
 - 2. The floor will then be open for amendments from the Board under the existing "three minute" rule.
 - 3. After amendments, general debate will occur under the "three minute" rule, and the question will be brought to a vote.
 - 4. Jurisdiction of Standing Committees:

The standing committees of the Board shall have the jurisdiction and related functions assigned to it by these rules, and all resolutions, and other matters relating to the subjects within the jurisdictions of any standing committee listed in this rule shall, in accordance with and subject to this rule, be referred to such committees, as follows:

 - a) Transportation and Land Use Committee
 - Planning, Zoning, Land Development, Energy and Environmental Policy
 - VDOT Policy Issues
 - Transportation Issues
 - b) Finance/Government Operations and Economic Development Committee
 - Financial Management
 - Budget Policy and Issues
 - Procurement Issues
 - General Government Matters
 - Human Resources Policy
 - Economic Development Policy
 - Business Development & Retention

- c) Joint Board and School Board Committee
 - School Budget
 - School Capital Facilities Planning and Implementation
 - Community Education

Mission Statement: This Committee will provide collaborative review, analysis, and recommendations supporting excellence in public education for all residents of Loudoun County in an emerging global economy. The Committee will meet quarterly or at the discretion of the Co-Chairs to work on topics including, but not exclusively, the following: fiscal clarity, capital construction planning and implementation, and assurance of a 21st century global education. Membership includes three members of the School Board, three members of the Board of Supervisors, and one member of the Economic Development Commission.

(Each committee may select from its body a Vice-Chair to serve in the absence of the committee Chair. This shall not apply to the Joint Board and School Board Committee as this committee will be served by Co-Chairs appointed by each respective governing body)

XIV. Amendments to Rules

These rules may be altered, amended or repealed and new rules may be adopted by a majority of the Board, in such manner and at such times as the Board may determine.

XV. Robert's Rules of Order

The latest edition of Robert's Rules of Order will apply to the extent consistent with the Rules.

XVI. Rules of Order for Public Comments and Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views during any Business meeting and on the issue(s) at hand at a public hearing and to give all speakers equal treatment and courtesy.

While at a public hearing it is often necessary to have a presentation by the applicant and staff, it is the desire of the Board to hear from the public and, therefore, the applicant and staff presentations will be as brief as possible and the Board will refrain from comment and questions until after the public has been heard. In order to accomplish this objective, it is necessary that certain rules of order with respect to public comment prevail at all Business meetings and Public Hearings of the Board of Supervisors, as follows:

A. Business Meetings:

1. Speakers are encouraged to sign-up in advance by calling the Office of the Board of Supervisors or the Office of the County Administrator at (703) 777-0204 or (703) 777-0200, respectively. Speakers will be asked the date of the Business meeting at which they wish to speak. The speakers shall identify the topic to be presented to the Board of Supervisors, their name, address, telephone number, e-mail address, election district, and

any organization they represent, if applicable. Cut-off time for advanced sign-up is at noon on the Business meeting date.

2. Sign-up will also be taken by the Deputy Clerk at the Business meeting. A registration form will be provided and shall be filled out in its entirety in order to speak. Such registration form shall include the subject, speaker's name, address, telephone number, email address, election district, and any organization they represent, if applicable. Sign-up at the meeting will begin 30 minutes in advance of the start of the meeting.
3. At the Business meetings, all speakers, unless otherwise noted, will have a minimum of two minutes, but no more than five minutes, except as otherwise noted, to address the Board whether speaking as an individual or as a representative of any group or organization. The Chair has the authority to set the time allotted to each speaker based on the number of citizens who are signed up to speak. A timer is located on each podium in the Board Room, indicating the amount of time remaining for the current speaker. When the timer reaches 00:00, the speaker shall yield the floor.
4. Members of the public who have not called in advance to register but wish to speak at a meeting should sign in prior to the start of the meeting. Order of speakers will be determined on first call-in/register, first speak basis. The Chair may call up out of order any public official wishing to speak to the Board.

B. Public Hearings:

1. The order of business for consideration of a matter on the Board's public hearing agenda shall be as follows:

a) Staff presentation:

Staff presentation will be heard in accordance with Board policy. Brief, concise summaries for the public's information and understanding are permitted. When written information has been provided prior to the hearing only summary and/or new information should be presented. Any questions from a Member of the Board to staff shall be limited to three minutes per Member;

b) Applicant's presentation (if applicable):

A reasonable and sufficient time will be afforded the applicant to properly and fairly present the subject matter. Ten minutes shall be allocated to the applicant's presentation. If additional time is believed to be necessary, the applicant should contact the Chair prior to the Public Hearing. Board questions of the applicant will come following the public comments. Any Member of the Board may ask the applicant to respond to specific questions raised by the public after all public comments have been heard;

c) Comments, statements or presentations from members of the public:

Unless otherwise noted, each speaker may have a minimum of two minutes, but no more than five minutes, to address the Board whether speaking as an individual or as a representative of any group or organization. The Chair has the authority to set the time allotted to each speaker based on the number of citizens who sign up to speak. The order of speakers will be determined on first call in/register, first speak basis;

d) Questions from Board Members, which shall be limited to three minutes per Member; and

- e) Board discussion, at which time the Chair may entertain a motion to place the matter on a future agenda for action, to refer the matter to a committee, or to suspend the rules and bring the matter to a vote.

The Chair may declare the Public Hearing continued to a time certain on any or all matters, unless an objection is made by any Member. In the event such an objection is made, the Public Hearing may be continued only by action of the Board. No action of the Chair or Board is required to close the Public Hearing.

2. Speakers are encouraged to sign-up in advance by calling the Office of the Board of Supervisors or the Office of the County Administrator at (703) 777-0204 or (703) 777-0200, respectively. Sign-up date will coincide with the delivery of Public Hearing packets, which is approximately 12 days prior to the hearing. The public will be asked to identify the agenda item, their name, address, telephone number, e-mail address, election district, and/or any organization represented. Cut-off time for advanced call-in sign-up is at noon on the day of the Public Hearing. Sign-up will also be taken by the Deputy Clerk at the Public Hearing. A registration form will be provided which will include the speaker's name, address, telephone number, email address, election district, and any organization they represent, if applicable. Sign-up at the meeting will begin 30 minutes in advance of the start of the meeting. The Chair may call up out of order any public official wishing to speak to the Board.
3. Speakers will be limited to a presentation of their points of view; however questions of clarification may be entertained by the Chair.
4. Debate is prohibited.
5. All comments will be directed to the Board of Supervisors as a body.
6. Decorum will be maintained. This includes a common courtesy from the audience, the staff and Board to the speaker and from the speaker to the audience, the staff and the Board. Statements which are demeaning or inappropriate shall be ruled out of order.
7. In the event of a large number of speakers resulting in the continuation of the hearing, any persons not heard at the initial Public Hearing will be the first to speak at the continued hearing.
8. A timer is located on each podium in the Board Room, indicating the amount of time remaining for the current speaker. When the timer reaches 00:00, the speaker shall yield the floor.
9. Board Members will be limited to asking questions dealing with clarification of statements made by speakers, staff and/or the applicant and to correct any obvious areas of misinformation. However, such questions, responsive answers or the correction of misinformation shall be made after the public has been heard or by Board action. Each Member will be permitted three minutes total for questions and answers. Members requiring additional information or answers should seek them on their own time and not take the time of other Members.
10. It shall continue to be Board policy to not vote on matters appearing on a Public Hearing agenda at the time of the Public Hearing, and instead the item is to be placed on a future agenda for action. However, a motion to suspend the Rules shall be in order to bring the matter to a vote at a Public Hearing. It shall be the policy of the Board to leave the record open to receive written comments following a Public Hearing up until the time that a vote is taken.

11. Speakers who wish to leave written statements/comments are encouraged to bring ten copies for distribution to the Board Members.
12. Individuals speaking for an organized group shall file with the Deputy Clerk a copy of the Resolution of such Board authorizing their presentation
13. Rules of Order for Public Comment and Public Hearings will be available in the Board of Supervisors' Meeting Room.

XVII. Legislative Contact

During the General Assembly session the Chair, working in consultation with the Vice-Chair, shall serve as the point of contact for all actions as may be required in order to reach the Board of Supervisors for any votes. All straw votes taken prior to a Business meeting of the Board will be confirmed at a regularly scheduled Business meeting.

No Member shall speak on behalf of the full Board of Supervisors or presume to represent the full Board of Supervisors before the legislature on any question or issue that the full Board has not taken a position on by the majority vote.

XVIII. Remote Participation in Board Meetings*

**This Policy was adopted by the Board on September 3, 2014, as required by amendments to Virginia Code § 2.2-3708.1 during the 2014 General Assembly session.*

It is the policy of the Board of Supervisors that individual Board members may participate in meetings of Board of Supervisors by electronic communication means from a remote location that is not open to the public only as permitted by Virginia Code § 2.2-3708.1, as amended, and this policy. This policy shall apply strictly and uniformly to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

An individual member may participate from a remote location only if a quorum (5 members) of the Board of Supervisors is physically assembled at the primary or central meeting location, and the Board has made arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Remote participation in a meeting due to an emergency or personal matter may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter.

Remote participation in a meeting due to a temporary or permanent disability or other medical condition may be approved only if, before 12:00 noon on the day of the meeting, the requesting member notifies the Chairman of the Board that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

As required by law, in the event of any such participation by a member from a remote location, the Board shall record in its minutes the specific nature of the emergency, personal matter, temporary or permanent disability or other medical condition, and the location from which the Board member participated remotely.

As required by law, remote participation that is due to an emergency or personal matter shall be limited in each calendar year for each individual member to two (2) meetings or 25 percent of the meetings of the Board, whichever is fewer. This limitation shall apply separately with respect to the meetings of each of the Board's Standing Committees.

An individual member's request for participation from a remote location under this policy shall be considered approved upon communicating the request to the Chairman of the Board, pending review by the County Attorney for compliance with the Code of Virginia and this policy. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.